

**GENERAL INSTRUCTIONS FOR FORMATTING  
STANDARD PRACTICE DOCUMENTS  
(August 8, 2005)**

**SP Header:**

First line contains the main title.

Include the acronym for the name of the Laboratory, then a dash, followed by the words "Procurement Standard Practices"

Sample        **LBNL – PROCUREMENT STANDARD PRACTICES**

Second line is the Section information.

Sample        **Section: 1    General Policies**

Third line is the SP subject information.

Sample        **Subject: 1.1 Policies and Procedures – General**

- First line = Helvetica 12 Bold
- Second and Third Lines = Helvetica 12 Bold, tabs set at 1.25" and 2.0"
- Bordered with a thin double line under last line

**Exhibit Header:**

First line contains the main title.

Include the acronym for the name of the Laboratory, then a dash, followed by the words "Procurement Standard Practices"

Sample        **LBNL – PROCUREMENT STANDARD PRACTICES**

Second line is the SP subject information.

Sample        **Subject: 1.1 Policies and Procedures – General**

- First line = Helvetica 12 Bold
- Second and Third Lines = Helvetica 12 Bold, tabs set at 1.25" and 2.0"
- Bordered with a thin double line under last line

Third line is the Exhibit title:

Sample        **Exhibit: 1.1.a – Procurement Standard Practice Change  
Proposal Form**

## **SP and Exhibit Footer:**

The first line will include the date proposed/issued/revised (left justified), then the standard footer title (centered), followed by the page number (x of x). Note: The SP and the Exhibit are separately numbered. Standard footer title will show the words "Procurement Standard Practices for", followed by the acronym for the name of the Laboratory.

Sample:

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Issue Date: 7/14/00	Procurement Standard Practices for LBNL	Page 1 of 1
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- 1st line = Helvetica 10
- Bordered on top with a thin double line

## **SP Text:**

The SP text is prepared in Word, using Tables. Font is Helvetica, size 11.

- Width of Column 1 = 1.87"
- Space between columns = 0.25"
- Width of Column 2 = 4.68",
- Text in Columns indented 0.125"
- Text is single spaced throughout. Headings are double spaced.
- Spacing between bullets is 0.6".

## **Style:**

All modifications to be designated using the Word revision tool with a right-hand border.

Titles of documents are shown in italics, not in quotation marks.

Acronyms are spelled out in first instance. For example:

Department of Energy (DOE)  
University of California (UC)

## **Parentheses and Brackets**

Brackets should be used as parentheses within parentheses.

When parentheses or brackets are used to enclose an independent sentence, the period belongs inside. When the text enclosed in parentheses or brackets comes at the end of a sentence, the period should be placed outside of the parentheses or brackets.

## Series and Lists

Omit periods after items in a vertical list unless one or more of the items are complete sentences.

If the list completes a sentence the final period is omitted unless the items in the list are separated by commas or semicolons (usually the case in SPs).

## Numbers:

If used in the beginning of a sentence, the number shall be spelled out.

If used as physical quantities such as distances, lengths, areas, volumes, masses, pressures, and so on are expressed in numerals.

Numbers zero through ten are spelled out. Use digits for numbers above ten.

## Capitalization:

### Governmental Bodies

- Full names and often the shortened names are capitalized.

Department of Energy  
Department of Labor  
Small Business Administration

- Not usually capitalized are the following

administration  
federal (government, agency, powers, etc.)  
government  
state

### Titles and Subtitles

The first and last Words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.) are capitalized.

Articles (a, an, the) coordinating conjunctions (and, but, or for, nor), and prepositions are lowercased unless they are the first or last word of the title or subtitle.

Use of “Shall” and “Will”:

When these words are used in the second and third persons, “shall” expresses determination and will expresses futurity. If the text is intended to be mandatory, use the word “shall”.

Examples:

Laboratory Procurement shall obtain DOE approval prior to awarding the contract.

The procurement specialist will receive the documents from the SBA.

# **LBNL – PROCUREMENT STANDARD PRACTICES**

**Section: 1 General Policies**

**Subject: 1.1 Policies and Procedures - General**

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## **SAMPLE FORMAT**

**PURPOSE:** This heading is typed in bold, caps, followed by a colon. Font is Helvetica, Size 11.

**POLICY:**

**SCOPE:**

**DEFINITIONS:** Definitions shall be presented in alphabetical order.

**First Level Subheading** This heading is indented at ¼”, typed in bold, first letter of each word capitalized, followed by no punctuation. Font is Helvetica, Size 11.

**PROCEDURES:** This heading is typed in bold, caps, followed by a colon. Font is Helvetica, Size 11.

**First Level Subheading** This heading is indented at ¼”, typed in bold, first letter of each word capitalized, followed by no punctuation. Font is Helvetica, Size 11.

Second Level Subheading This heading is indented at ¼”, typed with the first letter of each word capitalized, followed by no punctuation. Font is Helvetica, Size 11.

*Third Level Subheading* This heading is indented at ¼”, typed with the first letter of each word capitalized, in italics, followed by no punctuation. Font is Helvetica, Size 11.

**REVIEWS/APPROVALS:**

**DOE Contracting  
Officer**

**CLAUSES:**

**RESPONSIBILITIES:**

**First Level  
Subheading**

**First Level  
Subheading**

## **LBNL – PROCUREMENT STANDARD PRACTICES**

**Section: 1 General Policies**

**Subject: 1.1 Policies and Procedures - General**

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### **First Level Subheading**

#### **REFERENCES:**

References are not shown in italics. See sample below:

Prime Contract Clause I.102, Contractor Purchasing System

**LBNL – PROCUREMENT STANDARD PRACTICES**

**Subject: 1.1 Policies and Procedures - General**

**Exhibit: 1.1.a Procurement Standard Practice Change Proposal Form**

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Exhibit contents provided in Helvetica font.